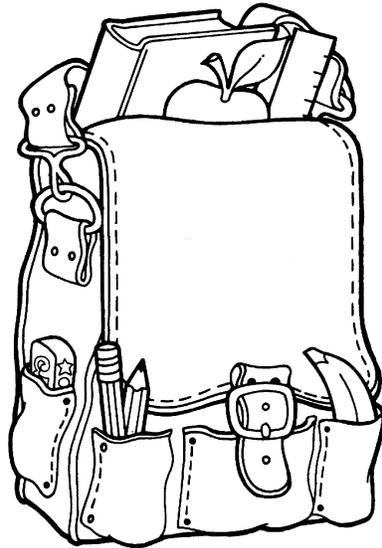


Sunderland Elementary School



**Student Handbook
2018-2019**

Non-Discrimination Clause

Frontier Regional and Union #38 School Districts are committed to maintaining a work and learning environment free from discrimination and/or harassment on the basis of race, color, religion, national origin, pregnancy, sex, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws.

Table of Contents

Introduction

School Attendance

Arrival, Dismissal, Transportation

Snacks and School Lunch

General School Information

Code of Conduct

Bullying Prevention Policy and Reporting Form

Technology & Internet

Dear Students,

Welcome! This handbook has been written especially for you. In it you will find lots of information about your school.

You spend a lot of time in school, and it should be a place that you always feel safe and comfortable to be yourself.

This booklet will tell you who to ask for help and rules that help to keep us safe and happy learning and growing together.

We all must begin by knowing what is expected of us. In your classrooms, you will talk about the rules and expectations for your class. This little booklet is about rules and expectations for the times we spend together as a bigger community - on the playground, on the buses, in the cafeteria. You are an important part of our school community!



1. School Attendance

Coming to school everyday on time, well rested and ready to learn is your first big responsibility. It is one of the most important things you can do to be happy and successful in school.

School Hours

The Sunderland Elementary School day begins at 8:45 am and ends at 3:00 pm. We will provide staffing outside the main entrance starting at 8:20 am and students are let into the building starting at 8:30 am. You should not arrive before 8:20 am unless you go to the Before-School Program.

Tardiness

All students are to report to the office to sign in and receive a tardy slip if they are not in class by 8:45 am.

Absence

If you are not well, it is important for you to stay home from school so that you get better quickly and do not spread your illness to others.

Please tell your teacher in advance if you know that you are going to be absent for any reason. When you return to school after an absence, bring a note for your teacher signed by your parent/guardian.

Absence Reporting Procedures

1. On the day of the absence, the student's parent/guardian must call the school office and/or the Nurse. The parent/guardian should state the reason for the absence. On the day of his/her return, the student must bring a note signed by the parent or guardian, stating the student's name, the dates of absence from school and give the reason for the absence, especially in the case of a communicable disease.
2. If the school's office or the Nurse does not receive a call from a parent/guardian on the day of the absence, phone calls will be made to the student's home and/or parent/guardian's place of work.
3. Absences are deemed excused if the absence is reported by the parent/guardian and/or a note is sent in explaining the reason for the absence. Absences are not excused when a parent/guardian does not contact the school in any way to report the absence.

Early Dismissals

If you need to be dismissed early for any reason, bring a note to your teacher giving the reason, date, time, and the name of person picking you up. Your parents will meet you at the school office. Every effort should be made to arrange doctor, dentist and other appointments after school hours.

Making up Work Due to Absences

You may be given time during the school day to make up work that you missed due to absence. If you are out for a long time, you may be asked to do extra reading, a project, or keep a journal.

Additional Information Regarding Absences

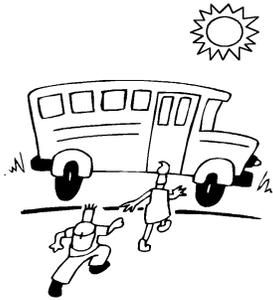
Parents:

- Please know that it may be difficult to compile a packet of homework for your child when he or she is out sick. Teachers might be able to make this accommodation, however, they are not expected to.
- A student may be considered truant and court proceeds initiated when the student accumulates more than seven unexcused absences in a six-month period. (See MGL CH. 76, S. 2 and S. 5)



2. Arrival, Dismissal and Transportation

S.E.S. students get to school in different ways. You may have occasion to use different modes of transportation during the year. It is important to know all the rules for arrival, dismissal and transportation.



Bus Safety Rules and Policies

Riding the bus is a privilege. The bus driver is responsible for your safety and is in charge of the bus and everyone riding the bus. Always obey the driver's instructions immediately.

The following rules are to keep everyone safe on our school buses and must be followed at all times!

- Be on time to the bus stop and wait in an orderly manner off the road.
- Take your seat quickly and do not change your seat during the bus ride.
- Be considerate and respectful of other riders at all times.
- Be courteous and respectful of the bus driver at all times.
- Cross the road only upon the driver's instructions.
- Never push and shove when getting on and off the bus.
- Never throw items on the bus or eat food on the bus.
- When in a bus area, stay well away from the front or back of the bus at all times.
- When your bus arrives at school, go directly to your classroom.

Inappropriate behavior on the bus is dangerous to all riders. Any inappropriate behavior should be reported to the Principal immediately, who will address the situation to ensure the safety of everyone.

You will not be allowed to get off of the bus at any place other than home or school without written permission from your parent or guardian. You may ride another bus to go home with a friend or to attend Scout meetings, only if you bring a note to the School Office by 9:30 in the morning.

The bus driver will bring any items left on the bus to the school **Lost and Found** after a few days. You may also call Grybko's Bus Co. at 665-2838 to ask about items left on a bus.

Car Riders

The parking lot can be a dangerous place, especially during morning drop off and afternoon pick up times. Students need to be alert to the traffic at all times. If you are riding to school, wait until your car has fully stopped, then exit at the drop-off area. Move away from your car carefully and go directly up onto the sidewalk.

For safety reasons, you must wait at the front entrance until the person picking you up has arrived for afternoon pick-up and either your parent has come up to the entrance to get you or the adult supervisor has given you the O.K. to enter the parking lot.

Bike Riders

Students in grades 1 through 6 are allowed to ride their bikes to school with parental permission. Parents are asked to write a note to the Principal stating that their child has permission to ride his/her bicycle to or from school. Please have your bicycle thoroughly checked out to make use that it is in good working condition. We require that you know and use the rules of the road. **You must always wear a bike helmet when riding to school - it's the law!**



same roads
same rules
same rights

Walkers

Parents are asked to write a note to the Principal stating that their child has permission to walk to or from school. Walkers need to be mindful of the traffic and keep on the sidewalks at all times. Whenever you must cross the street or parking area remember to look both ways and WALK!



3. Snacks and School Lunch

Snacks

You may bring a healthy snack for the morning break. Remember that candy, gum and soda are not allowed in school or for safety reasons, glass containers are not allowed. Check with your teacher to see if an afternoon snack is allowed in your class.



Lunch

You are required to have lunch at school. You may bring your lunch or buy one at school.

Cafeteria Rules

The following rules are designed to keep our cafeteria clean and our lunchtime safe and pleasant for everyone.

- Choose your seat quickly and do not change seats during the meal. Raise your hand to speak with a lunchroom monitor if you have a problem.
- If you bring your lunch from home, pack nutritious food. You are not allowed to bring candy or soda to school.
- Lunch is 30 minutes, but you may have extra time if you need it.
- Keep your voice soft and speak respectfully to all sitting at or near your table.
- Use good table manners.
- Remain seated until you have finished eating. Raise your hand to ask permission before you leave your seat for any reason.
- Leave your area neat and clean for the next student. Clean up all paper, food scraps, and other items from your place, including the floor under your seat.
- Drop off your tray, silverware, and trash at the disposal area.
- Make sure you recycle all recyclable materials.
- After cleaning your area, return to your seat until you are dismissed.
- Do not take food from the cafeteria unless it is in your lunch box or an unopened package.



4. General School Information

Who's Who at SES?

SUNDERLAND ELEMENTARY SCHOOL TEACHERS & STAFF

General School Information	
Principal: Mr. Ben Barshefsky	
Secretary: Ms. Erika Grundstrom	
Nurse: Ms. Jeannie Johnson	
<u>Preschool</u>	<u>Kindergarten</u>
Ms. Kate Lorenz, Teacher	Ms. Ceil Antes, Teacher
Ms. Erin Sears, Teacher	Ms. Sarah Underwood, Teacher
<u>Grade 1</u>	<u>Grade 2</u>
Ms. Suzy Wells, Teacher	Ms. Lee Worthley, Teacher
Ms. Aleshia Reid, Teacher	Ms. Samantha Marsh, teacher
<u>Grade 3</u>	<u>Grade 4</u>
Ms. Lisa Zadworny	Ms. Donna Carmody, Teacher
Ms. Jodie Fraser	
<u>Grade 5</u>	<u>Grade 6</u>
Ms. Savannah Phillips, Teacher	Ms. Ellen Von Flatern, Teacher
Mr. Ryan Copeland, Teacher	
<u>Special Education</u>	
Ms. Barbara Mullen, Teacher	
Ms. Kim Salditt-Poulin, Teacher	
Ms. Calena Spearing, Teacher	
Ms. Casey Matthias, Teacher	
Music: Ms. Sue Matsui	Art: Ms. Catherine Richotte
Band: Ms. Megan Carr	Strings: Ms. Marijo Sherrill
Physical Education: Ms. Heid Gebo	ELL: Mr. Matthew Howell
Math: Ms. Leslie Wickline	Reading: Ms. Judi Shilling
School Psychologist/Counselor: Ms. Vicki Palmer	
Physical Therapist: Ms. Elizabeth Walton, Ms. Karen Johnston	
Occupational Therapist: Ms. Jasmine Delsie, Ms. Roberta Jaffe	
Speech and Language: Ms. Carolyn Burns, Ms. Catlin Converse	
Cafeteria: Ms. Angie Hutkoski, Ms. Alison Crochier, Ms. Phyllis Parrott	

<u>Custodians:</u> Mr. David Grace, Mr. Kevin Schmith
<u>Out-of-School Time Program:</u> Mr. Jeremy Wells

Instructional Assistant Support Staff	
<u>Preschool</u>	
Ms. Courtney Schumacher	Ms. Amie Tringue
Ms. Ainsley Jackson	Ms. Angelica Aseltine
<u>Kindergarten</u>	
Ms. Flora Cox	Ms. Amanda Berg
Ms. Lisa Tufano	Ms. Iris Evernow
<u>Grade 1</u>	
Ms. Jessica Callahan, Ms. Elizabeth Antes	Ms. Beth Etman
Ms. Loran Cook	Ms. Molly Wickline
<u>Grade 2</u>	
<u>Grade 3</u>	
Ms. Michelle Penza, Ms. Susan Hawkins	Ms. Michelle Cialek
Ms. Elise Budziszewski	
<u>Grade 4</u>	
<u>Grade 5</u>	
Ms. Cynthia Nowak	Ms. Joan O'Brien
Mr. Suzanne Herzig	Mr. Albert Rivera
<u>Grade 6</u>	
<u>Horizons</u>	
Ms. Laura Miller	Mr. Darrell Beymer
Ms. Elizabeth Nelson	<u>Grade 1-3 SPED IA</u>
Ms. Laurie Pichette	Ms. Megan Plamann
Ms. Casey Matthias, Teacher	<u>Grade 4-6 SPED IA</u>

School Website

The Sunderland Elementary School has a terrific website that you can visit at (<http://www.frsu38.org/ses>). It has classroom pages with information on class projects, homework assignments and links to topics being taught in your grade. The Library pages have information on books and homework help, as well links to lots of cool and useful sites. The School Calendar page tells about upcoming school activities and special dates. You will want to visit our school website often!

Fire Drill Rules:

We will hold fire drills several times a year so that everyone knows what to do in case of a fire. Instructions are posted in every classroom.

If the Fire alarm sounds:

- LISTEN carefully to your teacher.
- Walk; do NOT run.
- Do NOT talk.

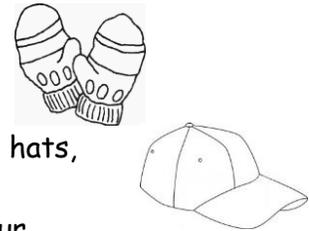


Lost and Found

You are responsible for all of your personal belongings. Bus drivers will bring items left on school buses to our Lost- and-Found. Every year, LOTS things are Lost and Found.

It is helpful if you:

- Label all your belongings: lunch boxes, backpacks, jackets, hats, gloves, and boots.
- Know what you bring to school each day, and make sure your things make it home.
- Look in the Lost-and -Found when you are missing something.



School Computers, IPAD's, Chromebooks

Valuable tools for learning when they used properly.

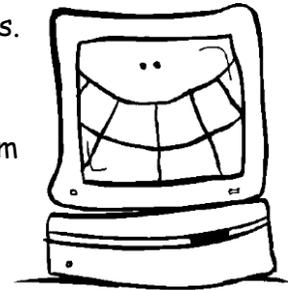
Internet: Rules for Use

Your parents or guardians will receive a copy of the policy that governs the use of the school internet use. Please read carefully with your parents/guardians.

The following will NOT be tolerated:

- Using the network for any illegal activity, including plagiarism
- Misusing, damaging or disrupting the performance of a computer or software
- Wastefully using resources

- Use of unauthorized sites or resources
- Invading the privacy of others
- Posting any information about yourself or another person
- Posting anonymous messages



Cell Phones

Students are not permitted to use cell phones during school hours to make telephone calls, send text messages, play games, or access the internet.

Our Library

We are fortunate to have lots of books in our library for you to use and borrow. Our Librarian, Mrs. Kidder, will teach you how to use our library and find the books you want.



Rules to keep our books in good condition for everyone:

- Treat all books with care.
- Return borrowed books promptly when you are done with them.
- Return all your library books at the end of the year.

Our Building and Grounds

We are fortunate to have a beautiful school, playground and playing fields. We all deserve to feel proud of our facilities and to have them used with respect and care.

- Never leave paper or other litter on the grounds.
- If you see anything sharp, dangerous, or that does not belong in our school on our playground, tell an adult right away.
- Graffiti is not allowed. Report any that you see.
- Take care of our trees and shrubbery.
- Smoking on school property is strictly forbidden for everyone at all times by Massachusetts state law. Any student found smoking may be suspended.

5. Code of Conduct

No child shall be excluded from or discriminated against in admission to Sunderland Elementary School (SES), or in obtaining the advantages, privileges and courses of study of SES on account of race, color, sex, gender identity, religion, national origin or sexual orientation.

If you have any questions regarding the regulation or feel that you have been discriminated against in any of the areas mentioned, you may bring your case to the attention of Karen Ferrandino, Director of Special Education, Title IX, 622 Coordinator, Office of the Superintendent, 113 North Main Street, South Deerfield, MA 01373, (413)665-1155 or contact Ben Barshefsky, Principal, 1 Swampfield Drive, Sunderland, MA 01375, (413) 665-1151.

In school you will learn to get along with lots of other people. Because we are all different and because we cannot always have just what we want, getting along with others takes empathy and self-control.

You will be expected to appropriately manage your behavior at all times - even when a situation becomes frustrating or someone is doing something that you do not like. Adults will always be present to help you if problems arise. Bullying will never be tolerated.

Bullying is when an individual or group deliberately and (typically) repeatedly hurts others through physical or verbal means or by excluding them.

Our rules will help us to get along well together and to keep everyone safe.

Behavior in Public Areas

Overarching Goal: Our shared public spaces will be safe and orderly. Students will move about the school responsibly and with respect for others.

Expectations for student behavior:

- You will walk quietly and go directly to your classroom.
- You will talk respectfully to others.
- You will treat all materials with respect.
- You will pick up after yourself and leave the area clean.
- You will remove outdoor clothing, including hats, when inside the building.

Playground Rules

Overarching Goal: Students will play safely in all games and on all equipment.

Expectations for student behavior:

- You will play in a manner that reduces the risk of injury.
- You will dress appropriately for the weather, as determined by your teachers.
- When recess ends, you will stop what you are doing and line up quickly.
- You will settle differences with other students peacefully.
- You will behave respectfully towards others and follow instructions of the adults.
- You will play only in designated areas.
- You will leave rocks, sticks and all dangerous objects alone.
- You will not leave the playground for any reason without permission of an adult on duty.



Guidelines for Recess Games:

- Any student wishing to participate in a game will be allowed to play provided they are on the field (court) at the time the teams form.
- Captains for the day will rotate in such a way that all students have a turn to be captain.

- Captains will alternate when choosing members of their teams. When chosen, a student cannot decline to be on a team that they have been chosen for. Teams are to be balanced.
- Football will be one hand TOUCH.
- There will be NO roughness or teasing, taunting, name-calling, etc.
- Fair play is the rule. If a student feels that (s)he has been treated unfairly, that person should speak with an adult on duty.
- Final say on boundaries is up to an adult on duty.

Behavior at School Assemblies

Throughout the year you will attend many different kinds of all-school assemblies. We are proud of our school and want to show our best, most considerate behavior to all performers.

Overarching Goal: Students will demonstrate respectful behavior during school assemblies by listening, participating and following directions.

Expectations for student behavior:

- When a leader request attention, you will refrain from making noise and look at the leader.
- You will follow directions about where to sit.
- You will wait quietly for the program to begin.
- You will never boo, whistle, yell, stomp or insult assembly speakers and performers.
- You will remain seated until you are directed to leave the assembly and will do so quietly.

Behavior Management

At Sunderland Elementary School, we work to teach the core values of empathy, respect, responsibility, and perseverance. When maladaptive behaviors do take place, we consider the age and developmental level of the child when determining the appropriate response.

Discipline is never punitive, but rather an opportunity to use what has happened as a teachable moment. When a consequence is necessary, teachers can choose from a menu of consequences, which include:

- Apology, verbal or written
- Design poster about one of core values
- Wash or clean damaged property
- No supplies in desk, loss of privilege of having supplies
- Lunch detention
- 5 minute student conference about "value" during recess
- Structured recess
- Restricted recess (stay in certain area)
- Seat change
- Removal from group or activity

- Call to parent with child
- Time out in class
- Practice completing task during recess
- Repeat assignment
- Vacation spot in room
- Assigned cafeteria seating
- Removal of disruptive objects
- Make restitution
- In-school suspension*
- Conference with student, parent, and principal*
- Out-of-school suspension*

*Determined by the building principal

Proactive Responses To Behavior

Across all grade levels, teachers at Sunderland Elementary School hold daily morning meetings to help set the tone for the day. Morning meetings help to build a strong classroom community and allows teachers to support students from a social, emotional, and academic standpoint. Furthermore, our social and emotional curriculum, *Second Step*, helps students build skills in managing conflict, communicating, problem solving, and being part of a group. Teachers also incorporate the teaching strategies of Zones of Regulation and the 5-Point Scale to help teach self-regulation.

Building-based Behavior Team

The Sunderland Elementary School behavior team is comprised of the principal, grade level teachers, SPED teachers, RSP's, and IA's. The Team meets on a regular basis to identify ways the school can best support students from a behavioral standpoint. The Team also helps to lead staff trainings to discuss school-wide behavior and expectations.

Bullying Prevention

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

BULLYING PREVENTION POLICY

I. Introduction

It is the policy of the Frontier Regional and Union #38 School Districts to provide a learning and working environment for students, employees and visitors free from bullying.

II. Definitions

A. "Aggressor" is a student who engages in bullying, cyber bullying or retaliation.

B. "Bullying" is the repeated use by one or more students or employees of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to him or herself or of damage to his or her property; (iii) creates a hostile environment at school for the victim;

(iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process, orderly operation of a school or the working environment at a school.

C. "Cyber-bullying" is bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identify of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

D. "Hostile Environment" is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

E. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is hereby prohibited.

F. "Target" is a student against whom bullying, cyber bullying, or retaliation has been perpetrated.

III. Policy

A. Bullying is hereby prohibited by the Frontier Regional and Union #38 School Districts:

1. on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned leased or used by the Frontier Regional and Union #38 School Districts, or through the use of technology or an electronic device owned, leased or used by the Frontier Regional and Union #38 School Districts; and,
2. at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned leased or used by the Frontier Regional and Union #38 School Districts, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process, the orderly operation of the school or the working environment.

- B. False accusations of bullying or retaliation shall be subject to disciplinary action.
- C. This policy does not require the Frontier Regional and Union #38 School Districts to staff any non-school related activities, functions or programs.

IV. Bullying Prevention Plan

A. Reporting

1. Any staff including but not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional **shall immediately** report any instance of bullying or retaliation the staff member has witnessed or become aware of to the Principal or his/her designee.
2. Any student, parent, guardian or other interested person may report any bullying or suspected bullying to the Principal or his/her designee as soon as reasonably possible. If possible, reports should be in writing but there is no requirement that they be written.
3. If an instance of bullying is reported to a staff member other than the Principal or his/her designee, the staff member **shall immediately** inform the Principal.
4. The Principal or his/her designee in charge of receiving complaints should keep accurate documentation of all complaints received.
5. The Principal or his/her designee should document the following:
 - a. the name of the complainant;
 - b. the status of the complainant (i.e. student, staff, third party);
 - c. the name of the alleged bully;
 - d. the date the complaint was received;
 - e. how the complaint was received (i.e., written, oral);
 - f. the nature of the complaint (i.e. facts of the complaint); and the names of witnesses.
6. Reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

B. Investigation

1. The Principal or his/her designee should conduct an investigation within 24 to 48 hours of the complaint, if possible.
2. The Principal or his/her designee should ask all appropriate questions of the complainant in order to get the full story.
 - a. who, what, when, where, how;
 - b. is there any physical evidence (documents, texts, voicemail);
 - c. effect of bullying - what will restore the complainant's sense of safety; and
 - d. assess the complainant's need for protection and if needed determine what form the protection should take.
3. The Principal or his/her designee shall notify the parents or guardians of the alleged bully and the victim.
4. The Principal or his/her designee should caution all witnesses and the alleged bully that retaliation is also a violation of school policy.
5. The Principal or his/her designee should interview the alleged bully and fairly warn him/her that the conduct will, if appropriate, be reported to local law enforcement.
6. The Principal or his/her designee should interview witnesses.
7. The Principal or his/her designee should establish the following:
 - a. if the alleged bullying occurred;
 - b. when the alleged bullying occurred;
 - c. how frequently the alleged bullying occurred; and
 - d. specific facts about the type and severity of the alleged bullying;
 - e. if the bullying has affected the complainant;
 - f. what action will restore the complainant's sense of safety;
 - g. is the complainant in need of protection and if so what type;
 - h. what professional services are appropriate to recommend or require; and,
 - i. is notification to local law enforcement required.

C. Decision

1. Based upon a thorough investigation, the Principal or his/her designee shall make a decision that is appropriate for all parties concerning whether bullying occurred and if so what is the appropriate remedy including discipline of the perpetrator, appropriate educational and counseling remedies and protection of the complainant.
2. Depending on the circumstances of the case, if it is determined that bullying has occurred the Principal or his/her designee may discipline the offending party by ordering:
 - a. counseling;
 - b. schedule or class change;
 - c. stay away order;
 - d. an educational component;
 - e. a verbal warning;
 - f. a written warning;
 - g. suspension;
 - h. expulsion; or
 - i. any other remedy deemed appropriate by the Principal or his/her designee.
3. The Principal or his/her designee shall notify local law enforcement if he/she believes that criminal charges may be pursued against the alleged perpetrator.
4. Any discipline should be viewed in the light of balancing accountability with the need to teach appropriate behavior.
5. If the incident involves students from more than one school, the school first informed of the bullying or retaliation shall consistent with state and federal law, promptly notify the appropriate administrator of the other school or schools. If an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21, the school shall inform local law enforcement when appropriate and consistent with this policy.
6. The Principal or his/her designee should confer with the complainant and his/her parents to explain the action being taken including what, if any, actions are being taken to create a sense of safety for the complainant, and implementation of any protection plans and to make counseling referrals if appropriate.

7. The Principal or his/her designee shall confer with the alleged perpetrator and his/her parents. The Principal or his/her designee shall explain the discipline if any, make any counseling referral, explain plans for creating a sense of safety for the complainant, explain any protection plans and reiterate any retaliation by alleged perpetrator or family/friends may subject the offender to further discipline up to and including expulsion.
8. The Principal or his/her designee should follow-up on this decision in order to ensure that his/her recommendation has been put into effect.

D. Bullying Prevention Plan - Educational and Professional Development Components

1. This bullying prevention plan shall be developed and updated biennially in consultation with teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians. There shall be notice of the consultation and a public comment period.
2. There will be ongoing professional development to build skills of all staff members, including but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals to prevent, identify and respond to bullying.
3. Professional development shall include:
 - a. developmentally appropriate strategies to prevent bullying incidents;
 - b. developmentally appropriate strategies for immediate, effective interventions to bullying incidents;
 - c. information regarding the complex interaction and power differential that can take place between and among a perpetrator, victim and witnesses to the bullying;
 - d. research findings on bullying including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
 - e. information on the incidence and nature of cyber-bullying; and
 - f. internet safety issues as they relate to cyber-bullying.
4. There shall be age appropriate instruction on bullying prevention in each grade incorporated into the curriculum. This curriculum shall be evidence based.

- a. Parents and guardians shall be informed about the bullying prevention curriculum of the school, specifically: how parents and guardians can reinforce the curriculum at home and support the school and school plan;
 - b. Dynamics of bullying; and,
 - c. Online safety and cyber-bullying.
5. Each school shall provide to students and parents or guardians, in age-appropriate terms and in the languages, which are most prevalent among the students, parents, or guardians, annual written notice of the student related sections of the plan.
6. Each school shall provide annual written notice of the plan to all staff.
7. All staff shall be trained and provision for faculty and staff duties shall be included in the school employee handbook.
8. The Plan shall be posted on the website for each school.
9. The Principal or his/her designee shall be responsible for the implementation and oversight of the plan.

BULLYING PREVENTION AND INTERVENTION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report:

(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Circle whether you are the: Target of the behavior or Reporter (not the target)

3. Circle whether you are a: Student Staff member (specify role)

Parent Administrator Other
(specify)_____

4. Your contact information/telephone number: _____

5. Grade: _____

6. Information about the Incident:

Name of Target (of behavior): _____

Name of Aggressor (Person who engaged in the behavior):

Date(s) of Incident(s):

Time When Incident(s) Occurred:

Location of Incident(s) (Be as specific as possible):

7. Witnesses (List people who saw the incident or have information about it):

Name: _____ Student
Staff Other _____

Name: _____ Student
Staff Other _____

Name: _____ Student
Staff Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ **Date:** _____

(Note: Reports may be filed anonymously.)

10: Form Given to: _____ **Position:** _____
_____ **Date:** _____

Signature: _____ **Date Received:** _____

II. INVESTIGATION

1. Investigator(s): _____
Position(s): _____

2. Interviews:

Interviewed aggressor Name: _____ Date: _____

Interviewed target Name: _____ Date: _____

Interviewed witnesses Name: _____ Date: _____

_____ Name: _____ Date: _____

3. Any prior documented Incidents by the aggressor? Yes No

If yes, have incidents involved target or target group previously? Yes No

Any previous incidents with findings of BULLYING, RETALIATION Yes No

Summary of Investigation:

(Please use additional paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

YES NO

Bullying Incident documented as

Retaliation
only _____

Discipline referral

2. Contacts:

Target's parent/guardian Date: _____ Aggressor's parent/guardian
Date: _____

District Equity Coordinator (DEC) Date: _____ Law Enforcement
Date: _____

3. Action Taken:

- Loss of Privileges Detention STEP referral Suspension
- Community Service Education Other _____

4. Describe Safety Planning:

Follow-up with Target: scheduled for _____ Initial and date
when completed: _____

Follow-up with Aggressor: scheduled for _____ Initial and date when
completed: _____

Report forwarded to Principal: Date _____ Report forwarded to Superintendent:
Date _____

(If principal was not the investigator)

Signature and Title: _____ Date:

DUE PROCESS FOR SUSPENSIONS: NOTICE OF PROPOSED SUSPENSION

Except in the case of an emergency removal or disciplinary offense defined under M.G.L. c. 71, §§37H or 37H½, the school shall provide the student and parent/guardian with written and oral notice of the proposed suspension, an opportunity to be heard at hearing, and the opportunity to participate at the hearing. Notice shall set forth in plain language:

- a) the disciplinary offense;
- b) the basis for the charge;
- c) the potential consequences, including the potential length of the student's suspension;
- d) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;
- e) the date, time, and location of the hearing;
- f) the right of the student and student's parent/guardian to interpreter services at the hearing if needed to participate;

The principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. In order to conduct a hearing without the parent/guardian present, the principal must be able to document reasonable efforts to include the parent/guardian. Reasonable effort is presumed if the principal sent written notice and documented at least two attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency situations.

All written communications regarding notice of proposed suspension shall be either by hand delivery or delivered by first-class mail, certified mail, or email to address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

DUE PROCESS FOR SHORT-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A short-term suspension is the removal of the student from the school premises and regular classroom activities for ten (10) consecutive days or less. Short-term suspensions which do not cumulatively over the course of the school year exceed ten (10) days of suspension shall be conducted in accordance with this section.

Principal Hearing. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to present information, including mitigating facts. A parent/guardian present at the hearing shall have the opportunity to discuss the student's conduct and offer information, including mitigating circumstances.

Based on the available information, including mitigating circumstances, the principal will make a determination whether the student committed the disciplinary offense, and if so, the consequence. The principal will provide notification in writing of his/her determination in the form of an update to the student and parent/guardian, and provide reasons for the determination. If the student is suspended, the principal shall inform the parent/guardian of the type and duration of the suspension, and shall provide an opportunity for the student to make up assignments and other school work as needed to make academic progress during the period of removal.

If the student is in grades pre-k through 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, before the short-term suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the address provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or other means of communication where appropriate.

DUE PROCESS FOR LONG-TERM SUSPENSIONS: HEARING AND PRINCIPAL DETERMINATION

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. The purpose of the hearing with the principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student has committed the disciplinary offense, the basis for the charge, and any other pertinent information. The student shall have an opportunity to

present information, including mitigating facts, that the principal will consider in determining whether alternatives to suspension such as loss of privileges, detention, an apology, a student contract, restitution, and/or probation are appropriate.

Additionally, the student shall have the following additional rights:

- i. In advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not;
- ii. the right to be represented by counsel or a lay person of the student's choice, at the student's and or parent's/guardian's expense;
- iii. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; and
- iv. the right to cross-examine witnesses presented by the school district;
- v. the right to request that the hearing be recorded by the principal. All participants shall be informed that the hearing is being recorded by audio. A copy of the audio recording will be provided to the student or parent/guardian upon request.

Based on the evidence submitted at the hearing the principal shall make a determination as to whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension (the use of evidence-based strategies and programs, such as mediation, conflict resolution, restorative justice, and positive interventions and supports) what remedy or consequence will be imposed. If the principal decides to impose a long-term suspension, the written determination shall:

- i. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
- ii. Set out key facts and conclusions reached by the principal;
- iii. Identify the length and effective date of the suspension, as well as a date of return to school;
- iv. Include notice of the student's opportunity to receive a specific list of education services to make academic progress during removal, and the contact information of a school member who can provide more detailed information.
- v. Inform the student of the right to appeal the principal's decision to the superintendent or his/her designee (only if a long-term suspension has been imposed) within five (5) calendar days, which may be extended by parent/guardian request in writing an additional seven (7) calendar days.

The long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal.

If the student is in grades pre-k through grade 3, the principal shall send his/her determination to the superintendent and explain the reasons prior to imposing an out-of-school suspension, whether short-term or long-term, before the suspension takes effect.

All written communications regarding the hearing and principal determination shall be either hand delivery or delivered by first-class mail, certified mail, or email to the provided by the parent/guardian for school communications (or other method agreed to by the principal and parent/guardian) in English, and in the primary language in the home if other than English, or by other means of communication where appropriate.

DUE PROCESS FOR SUSPENSIONS: APPEAL OF LONG-TERM SUSPENSION

A student who is placed on a long-term suspension shall have the right to appeal the principal's decision to the superintendent if properly and timely filed. A good faith effort shall be made to include the parent/guardian at the hearing. The appeal shall be held within three (3) school days of the appeal, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, which the superintendent shall grant.

The student and parent/guardian shall have the same rights afforded at the long-term suspension principal hearing. Within five (5) calendar days of the hearing the superintendent shall issue his/her written decision which meets the criteria required of the principal's determination. If the superintendent determines the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than that of the principal. The superintendent's decision shall be final.

DUE PROCESS FOR SUSPENSIONS: EMERGENCY REMOVAL

A student may be temporarily removed prior to notice and hearing when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. The temporary removal shall not exceed two (2) school days, following the day of the emergency removal.

During the emergency, removal the principal shall make immediate and reasonable efforts to orally notify the student and student's parent/guardian of the emergency removal and the reason for the emergency removal. The principal shall also provide the due process requirements of written notice for suspensions and provide for a hearing which meets the due process requirements of a long-term suspension within the two (2) school day time period, unless an extension of time for the hearing is otherwise agreed to by the principal, student, and parent/guardian.

A decision shall be rendered orally on the same day as the hearing, and in writing no later than the following school day. The decision shall meet all of the due process requirements of a principal's determination in a long-term suspension.

SUSPENSION OR EXPULSION FOR DISCIPLINARY OFFENSES UNDER M.G.L. 71 §§37H and 37H½

1. The due process procedures above do not apply to a) possession of a dangerous weapon; b) possession of a controlled substance; c) an assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in M.G.L. c.71, §§37H or 37H½.
2. The principal will inform the student of the specific charges in writing, informing the student of the right to be represented by counsel (at the student's expense) and the right to provide evidence and question witnesses, on the proposed hearing date.
3. The student may appeal the principal's expulsion determination to the Hatfield Superintendent of Schools within ten (10) days of notification of the expulsion.
4. The superintendent may uphold, reduce, or reverse the disciplinary action after the appeal hearing. Note that a failure to make an appeal to the superintendent within the ten (10)-day period will exhaust any further right of appeal.
5. All students who have been suspended or expelled who remain residents of the District shall have an opportunity to make academic progress during their period of suspension, expulsion, or removal from regular classroom activities.
6. If the superintendent upholds the expulsion decision, if the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan.

6. TECHNOLOGY AND INTERNET

COMPUTERS/TECHNOLOGY

Technology is a tool we use to enhance learning throughout the curriculum. All students from third through sixth grade receive keyboarding training on "Keyboarding on Line" web software. Lower grades will be using Keyboarding without tears. We use Microsoft Word and Google Docs. Software for projects that require word processing. Spreadsheet applications such as Excel and Google Sheets are used for graphs and charting exercises.

PowerPoint and Google Slides are used to produce visual presentations and class productions. Internet use is provided for research and interactive learning assignments. Proper Digital citizenship and Internet research techniques are covered.

Digital cameras and a scanner are used to enhance the content of many projects. Students will have the opportunity to learn and use the technological equipment we provide.

Rules concerning use of the internet are shared with students on an annual basis. Recent lessons will include how to appropriately "cite" website information that might be used in report writing, etc...

Internet Security

At Sunderland Elementary School, the following steps are taken to ensure that our students will not come across any inappropriate material when using the Internet.

E-mail is not enabled for students

We have a Web filter appliance to detect and block inappropriate sites. In addition, for double protection, we encourage the use of our **Kids Search Engine** page available on our Home Page for students to use when gathering research materials. Using these two filters, we have reduced the risk of inappropriate material to our school via the Internet.

Internet: Acceptable Use Regulations

The use of Internet, as part of this computer network, can be a great motivator for students, and its use encourages independence and autonomy. Because the Internet is blind to class, race, gender, age, ability and disability, it is a valuable means for addressing the needs of all students.

While the benefits of Internet access are many, parents need to be aware that the Internet is an open system, which contains information that parents might find objectionable and inappropriate for children. We will make every effort to prevent your son/daughter's access to inappropriate materials on the Internet, but we cannot guarantee that he/she will not inadvertently encounter text, pictures or references that are objectionable. We ask your assistance in developing responsible attitudes and reinforcing appropriate behaviors.

Parents/guardians will receive a copy of the policy to guide and govern the use of the school computer networks. Please read them thoroughly and discuss them with your son/daughter.

The Frontier Regional/Union #38 School District Computer Network (FR/U38SDNet) provides open access to local, national, and international sources of information and collaboration vital to intellectual inquiry and democracy. In return, every network user in

our school community and on the Internet and FR/U38SDNet account holders are expected to act in a responsible, ethical and legal manner, in accordance with the Frontier Regional/Union #38 School District rules, regulations and guidelines and the laws of the states and the United States.

The FR/U38SDNet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable use of the network will result in the suspension or revoking of these privileges and could further cause school disciplinary action to be pursued. Some examples of such unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts
- Using the network for financial or commercial gain
- Degrading or disrupting equipment or system performance
- Vandalizing the data of another user
- Wastefully using resources
- Gaining unauthorized access to resources
- Invading the privacy of individuals
- Using the account owned by another user
- Posting another individual's communications without the author's consent
- Posting anonymous messages

Acceptable Use Policy

Each user of electronic resources must read the electronic resource use policy and sign the consent and waiver form, as included in Appendix C.

ACCEPTABLE USE POLICY-TECHNOLOGY

The Frontier Regional/Union #38 School Districts shall provide access for employees and students to the system/network, including access to external networks, for limited educational purposes. Educational purposes shall be defined as classroom activities, career and professional development, and high quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information and the ability to communicate with others. The system/network will be used to increase communication (staff, parent and student), enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be utilized to provide information to the community, including parents, governmental agencies and businesses.

Availability

The Superintendent or designee shall implement, monitor and evaluate the district's system/network for instructional and administrative purposes.

Access to the system/network, including external networks, shall be made available to employees and students for instructional and administrative purposes and in accordance with administrative regulations and procedures.

Access to the system/network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procures governing use of the system and shall agree in writing to comply with such regulations and procedures. Non-compliance with applicable regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of the Frontier Regional/Union #38 School Districts.

Acceptable Use

The Superintendent or designee shall develop and implement administrative regulations, procedures, and user agreements, consistent with the purposes and mission of the Frontier Regional/Union #38 School Districts as well as with law and policy governing copyright.

Monitored Use

Electronic mail transmissions and other use of electronic resources by students and employees shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for instructional and administrative purposes.

Liability

The Frontier Regional/Union #38 School Districts shall not be viable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Frontier Regional/Union #38 School Districts shall not be responsible for ensuring the accuracy or usability of any information found on external networks.